

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Office Assistant**

May be under filled at the level of Clerk Typist

Please follow the specific application filing instructions at the bottom of this page!

Open To: On exam list for Office Assistant/Open to the Public for Clerk Typist

Location: Willard Cybulski Correctional Institution, 391 Shaker Road, Enfield, CT 06082

Hours: 40 Hours per week with benefits **Monday –Friday 1st shift**

Salary: *\$39,709.00 – 52,100.00 annually-Office Assistant
*\$35,602.00 – 45,004.00 annually-Clerk Typist
***Employees new to state service will start at the minimum of the range**

PCN: 00038117

Closing Date: February 11, 2015

Eligibility Requirement: Candidates applying at the level of Office Assistant must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Candidates applying at the level of Clerk Typist must have six months experience as a Typist or its equivalent.**

Minimum Qualifications: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

Preferred Experience: Candidates with experience utilizing computers. Strong organizational, mathematical, attention to detail, ability to work under high stress situations and excellent communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a Connecticut Department of Correction Supplemental Application for Employment which is available under the employment section of the DOC website at <http://www.ct.gov/doc/site/default.asp> Candidates should specify the position for which they are applying on the application.

Please submit your information to:

**Cathy Downey, Human Resources Specialist
Department of Correction
24 Wolcott Hill Road, Wethersfield, CT 06109
Fax: (860) 692-6856**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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